

Eastern Ad-Hoc Budget Committee
Minutes
January 31, 2012
Connecticut Room
9 a.m.

Attendance:

Patricia Banach, Karen Collins, David Cummings, James Howarth, Kristin Jacobi, Terry Lennox, Thomas Madera, David Mariasi, Diane Moore, Elsa Núñez, Michael Pernal, William Salka, David Stoloff

Absent:

David Bachand, Karyl Bulmer, Susanne Dowling, Drew Hyatt, Brian Lashley, Jianhua Lin, Denise Matthews, Dimitrios Pachis, Katherine Roome, Robert Wolf

Meeting commenced at 9:05 am.

1. Approval of Previous Meeting Minutes

The minutes of the meeting of December 2, 2011 were approved.

2. Welcome and Update – President Núñez

E. Núñez advised the committee that she received an email from the System Office last week saying that state's budget deficit will result in another budget cut. She had hoped that the Ad Hoc Budget Committee would no longer need to meet regularly, but she now feels the group will need to continue meeting into the fall.

E. Núñez also advised the group that faculty and other positions that provide direct support to students will continue to be filled. All other positions will require approval from President Kennedy.

3. Admissions – Rhona Free and Chris Dorsey

C. Dorsey reviewed the handout "FY 2012 Admissions Application Activity Report: A 3-Year Comparison as of January 27, 2012" (Attachment A). He stated that overall applications have increased due to: 1) the common application whereby students apply on-line to multiple colleges using one application, 2) Admissions having increased its staff and now being able to do more travelling to recruit, 3) the use of web marketing instead of traditional print marketing, and 4) participation in a COPLAC recruitment trip to Florida.

R. Free reviewed an enrollment handout (Attachment B). She explained that ECSU is trying to change the composition of the incoming students and overall student body so that there are fewer incoming freshmen and more upperclassmen. This is being done by recruiting more transfer, out-of-state, and international students. First-year students are very expensive, and almost 25 percent of these students will leave the University.

W. Salka remarked that out-of-state student pay higher tuition and asked if they also pay higher fees. Jim Howarth explained that out-of-state students pay a higher University Fee, but the rest of the fees are the same as for in-state students. W. Salka asked if the University kept the extra money

from the University Fee. J. Howarth explained that the University Fee funds are transferred to the System Office for CSU System CHEFA debt service.

P. Banach asked how the differential tuition for out-of-state students will affect Eastern. E. Núñez explained that the differential tuition was requested by President Schmotter. He said WCSU either had to offer in-state tuition to out-of-state students or eliminate a graduate program. E. Núñez explained that Michael Meotti developed this tuition proposal for selected graduate programs, but she said this will open the door for it to be offered in other programs.

D. Mariasi read an article which said community colleges want to get students in and out in two years. He said this could help ECSU attract transfer students. E. Núñez stated the faculty and unions will have huge debates over transfer and articulation. R. Free explained that the Board wants to achieve a common set of general education requirements at Connecticut community colleges – 36 credits that would transfer in their entirety to four-year schools. The Board wanted this in place by July 1, but it is not likely to be in place by then due to the amount of work required to make this happen.

4. Searches

R. Free said there are 17 tenure-track searches for next year, and the searches are moving along well.

5. FY 2012 Budget Status – James Howarth

J. Howarth explained that he reviewed the tuition and fee increases with the SGA a couple of weeks ago (Attachment C). Tuition and fee requests were presented to the Board of Regents in December. The tuition and fee process changed this year, and ECSU was not able to discuss its request with the BOR as it had in past years. J. Howarth went on to say that he found out the BOR approved tuition and fee rates from reading a BOR press release in the Hartford Courant. Students attending last week's BOR meeting said they were voting against the proposed tuition and fee rates because they were not told of the rates in advance of the BOR's approval. A WCSU student voted against the rates because he felt the increases were too low and would not provide the university with adequate funding.

J. Howarth said the BOR approved amounts are less than we anticipated. FY 13 state funding is projected to be \$3.6 million less than FY 11's. We were looking for a \$3 million increase, but received a \$2 to \$2.5 million increase from tuition and fees instead. J. Howarth then reviewed the detail on the FY 2011-12 Actual Rates & FY 2012-13 Approved Rates chart (see Attachment D).

J. Howarth presented the following budget highlights:

- At this time we continue to expect to achieve our FY 2012 Budget.
- We are actively working on the Mid Year Update due February 15 to the System Office.
- We have been notified of two significant changes in our funding from the state which will be included in our February submission.

- The first is a reduction of \$388,055 in fringe benefits paid by state. This reduction reflects the lower actual cost for fringe benefits for employees paid for by general funds and is a favorable indicator that our overall fringe benefit expenses are lower than budgeted for FY 2012. This trend will result in lower revenue provided by the state, however this revenue shortfall will be more than offset by the lower overall fringe benefit expenses for all Eastern employees. We expect this will have a favorable impact on our overall financial performance and contribute to our ability to finish the year with a balanced budget.
- The second significant change is Eastern's share of the Governor's budget rescission announced last week. The Governor has the ability to impose up to a 5% rescission at any time and our portion of the current rescission is \$233,197 in general fund dollars and a projected \$126,937 in fringe benefit paid by state, total projected current rescission impact \$360,134.
- As we continue with our analysis for FY 2012, we believe we will be able to offset the above shortfalls in revenue, as well as other areas where revenues are below the budgeted levels.
- Offsetting factors include savings from several positions that we have held open this year combined with positions that will be filled later than budgeted. Also contributing is the previously mentioned lower fringe benefit expenses where the increases in expenses are not as great as budgeted.
- Operating expenses are currently projected to be below budget with savings in utility expenses and credit card processing fees combined with lower equipment purchases. The credit card processing fees represent the change made at all four universities to charge a 2.5% convenience fee to students who use a credit card to pay their tuition and fees. This trend is prominent in higher education and will save Eastern approximately \$250,000 on an annual basis.
- Please continue to purchase what you need in support of the students and any safety items, discretionary spending should be kept to a minimum.

The committee suggested that an email be sent to faculty and staff asking that they only purchase items that they really need.

6. Human Resources Update – Michael Pernal

M. Pernal said faculty searches are progressing (Attachment E). We are searching for eight resident hall directors. The new Director of Athletics starts on July 2. The BOR is permitting ECSU to fill positions which provide direct support to students. These do not include health and safety positions which require approval from President Kennedy.

E. Núñez said academic departments are concerned about not having department secretaries. Because of the freeze, she will have to ask President Kennedy if those positions can be filled.

M. Pernal presented an update on benefits (Attachment F) and retirement (Attachment G). Regarding HEP, HR staff will be meeting with department to explain the program.

M. Pernal spoke about the retirement plan (Attachment H). The plan which allows employees to switch from one plan to another still has not been resolved. A number of retiring faculty is waiting to take their retirement until after this issue has been resolved.

The meeting adjourned at 10:30 a.m.

Submitted by,

Rebecca Davis

Eastern Connecticut State University

Fall 2012 Admissions Application Activity Report: A 3-Year Comparison As of January 27, 2012

Full-time Undergraduate	Activity Fall 2010 1/25/2010	Activity Fall 2011 1/27/2011	Activity Fall 2012 1/27/2012	Fall 2011 Out of State/Int'l 1/27/2011	Fall 2012 Out of State/Int'l 1/27/2012	2012 Goal	% of Goal Met
Applied (Total)	3007	2604	3698	224	431	4500	82%
FT Freshmen	2761	2345	3461	201	408	3500	99%
Transfer	243	250	228	23	22	950	24%
Readmit	3	9	9	0	1	50	18%
Admitted	1497	1451	2097	133	245	3000	70%
Active/Pending	1184	914	1106	85	146		
Admitted Withdrawn	6	9	5	1	1		
Rejected/Denied Admission	234	182	219	4	18		
Tuition Deposits Paid	253	178	135	7	10	1425	9%
FT Freshmen	231	162	124	5	9	915	14%
Transfers/Readmits	22	16	11	2	1	510	2%

SAT COMPARISON:

Ave. SAT of Applied pool:
Ave. SAT of Accepted pool:
Ave. SAT of Pd Deposit pool:

	Fall 2010 1/25/2010	Fall 2011 1/27/2011	Fall 2012 1/27/2012
Ave. SAT of Applied pool:	983	989	1000
Ave. SAT of Accepted pool:	1054	1043	1064
Ave. SAT of Pd Deposit pool:	1052	1040	1028

	As of 1/27/2012	2012 Goal
Paid Housing Deposits		
FT Freshmen	123	830
SPOA Freshmen	1	20
Transfers/Readmits	8	210
TOTAL Incoming	132	1060

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Fall of Year	Full-time Freshmen	Percentage of total FT enrollment	Full-time Sophomore	Percentage of total FT enrollment	Full-time Junior	Percentage of total FT enrollment	Full-time Senior	Percentage of total FT enrollment	Total FT
2011	1315	30%	1068	24%	1099	24%	965	22%	4447
2010	1342	30%	1171	27%	1031	23%	873	20%	4417
2009	1407	33%	1083	25%	965	22%	872	20%	4327
2008	1399	34%	985	24%	925	22%	815	20%	4124
2007	1298	33%	993	25%	940	24%	742	19%	3973
2006	1407	36%	935	24%	853	22%	703	18%	3898
Percent change from Fall 2006 to Fall 2011	-7%		14%		29%		37%		14%

Fall of Year	First Time First Year Enrolled CT Residents & % of FTFT	First Time First Year Enrolled Out of state (2008 = out-of-state and out-of-country	First Time First Year Enrolled Out of country	New Transfers Full-time	Total incoming new Full-time students	Percentage of total FT incoming students made up of transfer students	New transfers CT Residents	New transfers out of state (2008 = out of state and country	New transfers out of country	Total new transfers FT and PT	Percent total new transfers CT Residents
2011	905 (95%)	43	3	433	1456	35%	479	22	4	505	95%
2010	931 (92%)	69	8	463	1471	31%	530	30	3	563	94%
2009	840 (89.%)	95	9	441	1385	32%	410	21	10	441	93%
2008	841 (88%)	110		353	1304	27%	435	51		486	90%

Recent Graduating Classes ¹ : Percent Who Entered as First-Time and Transfer Students								
	2007-2008		2008-2009		2009-2010		2010-2011	
Entry Type ▼	Count	%	Count	%	Count	%	Count	%
First-Time	478	17%	485	22%	542	27%	549	31%
Transfer	448	16%	462	20%	485	24%	496	28%

¹ Undergraduate degree-earners only

**Eastern Connecticut State University
Impact of FY 2012-13 Approved Tuition and Fees**

	Under Graduate					
	In State		Out of State		NE Region	
	\$	%	\$	%	\$	%
Commuting Student	\$ 356	4.2%	\$ 764	4.0%	\$ 436	4.1%
Resident Student	\$ 814	4.3%	\$ 1,222	4.2%	\$ 894	4.3%
Part Time / Per Credit Hour	\$ 17	4.4%	\$ 17	4.4%	\$ 17	4.4%

	Graduate					
	In State		Out of State		NE Region	
	\$	%	\$	%	\$	%
Commuting Student	\$ 395	4.1%	\$ 802	4.0%	\$ 496	4.1%
Resident Student	\$ 853	4.3%	\$ 1,260	4.2%	\$ 954	4.3%
Part Time / Per Credit Hour	\$ 19	4.3%	\$ 19	4.3%	\$ 19	4.3%

CONNECTICUT STATE UNIVERSITY SYSTEM
Eastern Connecticut State University
FY2011-12 Actual Rates & FY2012-13 Approved Rates

	Undergraduate In-State				Undergraduate Out-of-State				Undergraduate NE Regional			
	Actual FY2011-12	Approved FY 2012-13	Change		Actual FY2011-12	Approved FY 2012-13	Change		Actual FY2011-12	Approved FY 2012-13	Change	
			\$	%			\$	%			\$	%
Tuition	4,124	4,285	161	3.9%	13,346	13,866	520	3.9%	6,186	6,427	241	3.9%
University General Fee	3,285	3,446	161	4.9%	3,285	3,446	161	4.9%	3,285	3,446	161	4.9%
University Fee	966	1,000	34	3.5%	2,368	2,451	83	3.5%	966	1,000	34	3.5%
Student Activity Fee	180	180	0	0.0%	180	180	0	0.0%	180	180	0	0.0%
Media Fee	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
* Total - Commuting Student (exc. Sickness Ins.)	<u>8,555</u>	<u>8,911</u>	<u>356</u>	<u>4.2%</u>	<u>19,179</u>	<u>19,943</u>	<u>764</u>	<u>4.0%</u>	<u>10,617</u>	<u>11,053</u>	<u>436</u>	<u>4.1%</u>
Housing (Double)	5,806	6,067	261	4.5%	5,806	6,067	261	4.5%	5,806	6,067	261	4.5%
Food Service	4,370	4,567	197	4.5%	4,370	4,567	197	4.5%	4,370	4,567	197	4.5%
Residence Hall Social Fee	40	40	0	0.0%	40	40	0	0.0%	40	40	0	0.0%
* Total Tuition and Fees (exc. Sickness Ins.)	<u>18,771</u>	<u>19,585</u>	<u>814</u>	<u>4.3%</u>	<u>29,395</u>	<u>30,617</u>	<u>1,222</u>	<u>4.2%</u>	<u>20,833</u>	<u>21,727</u>	<u>894</u>	<u>4.3%</u>
Tuition Part Time	172	179	7	4.1%	175	182	7	4.0%	175	182	7	4.0%
General University Fee	214	224	10	4.7%	214	224	10	4.7%	214	224	10	4.7%
Extension Fee (Per Credit Hour)	386	403	17	4.4%	389	406	17	4.4%	389	406	17	4.4%
Registration Fee (Per Semester)	40	40	0	0.0%	40	40	0	0.0%	40	40	0	0.0%
	Graduate In-State				Graduate Out-of-State				Graduate NE Regional			
	Actual FY2011-12	Approved FY 2012-13	Change		Actual FY2011-12	Approved FY 2012-13	Change		Actual FY2011-12	Approved FY 2012-13	Change	
			\$	%			\$	%			\$	%
Tuition	5,137	5,337	200	3.9%	14,311	14,869	558	3.9%	7,707	8,008	301	3.9%
University General Fee	3,285	3,446	161	4.9%	3,285	3,446	161	4.9%	3,285	3,446	161	4.9%
University Fee	966	1,000	34	3.5%	2,368	2,451	83	3.5%	966	1,000	34	3.5%
Student Activity Fee	180	180	0	0.0%	180	180	0	0.0%	180	180	0	0.0%
Media Fee	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
* Total - Commuting Student (exc. Sickness Ins.)	<u>9,568</u>	<u>9,963</u>	<u>395</u>	<u>4.1%</u>	<u>20,144</u>	<u>20,946</u>	<u>802</u>	<u>4.0%</u>	<u>12,138</u>	<u>12,634</u>	<u>496</u>	<u>4.1%</u>
Housing (Double)	5,806	6,067	261	4.5%	5,806	6,067	261	4.5%	5,806	6,067	261	4.5%
Food Service	4,370	4,567	197	4.5%	4,370	4,567	197	4.5%	4,370	4,567	197	4.5%
Residence Hall Social Fee	40	40	0	0.0%	40	40	0	0.0%	40	40	0	0.0%
* Total Tuition and Fees (exc. Sickness Ins.)	<u>19,784</u>	<u>20,637</u>	<u>853</u>	<u>4.3%</u>	<u>30,360</u>	<u>31,620</u>	<u>1,260</u>	<u>4.2%</u>	<u>22,354</u>	<u>23,308</u>	<u>954</u>	<u>4.3%</u>
Tuition Part Time	285	296	11	3.9%	291	302	11	3.8%	291	302	11	3.8%
General University Fee	156	164	8	5.1%	156	164	8	5.1%	156	164	8	5.1%
Extension Fee (Per Credit Hour)	441	460	19	4.3%	447	466	19	4.3%	447	466	19	4.3%
Registration Fee (Per Semester)	40	40	0	0.0%	40	40	0	0.0%	40	40	0	0.0%

* Students who opt for Sickness Insurance will be subject to a fee of \$1,087 for FY 2012. Rates beyond FY 2012 are not yet final

**Search Status Report
AS of 1/26/12**

Faculty Positions**Hired:**

Social Work, Thomas Broffman, 8/22/12
 Mathematics for Sp12 -Kathleen Dale, 1/13/12
 Staff Counselor, Marianne Ciardullo, 11/1/11

Interview Completed:

Psychology
 BIS
 Structural Geology

Interview Pool Approved/ Interviewing:

Accounting
 Endowed Chair in Biology
 Asian History
 Music
 Plant Ecology

Reviewing Applications:

Management
 Physical Education
 Communication
 Art History
 Modern European History

Cancelled:

Endowed Chair in Sustainable Energy Studies
 English

Search Starting:

Energy - Geoscience

Administrative Positions**Hired:**

Dir of Athletics, Jeff Konin, 7/2/12
 Res Hall Dir, Mir Hatef Alavi Tabrizi, 10/3/11
 Res Hall Dir, Blaine Fisher, 12/30/11
 Res Hall Dir, Douglas Ouimette Jr., 12/30/11
 Admissions Asst, Alison Garewski, 12/27/11
 Teacher Associate, Suan Mehalick, 10/7/11
 Teacher Associate, Ashley Anderson, 1/27/12
 Comp Supp Trainee, Amy Hansen, 1/13/12
 Comp Supp Trainee, Matthew Breton, 1/27/12
 Custodian, Domingo Rivera, 1/13/12
 Protective Serv Trainee, James Salvatore, 1/23/12

Interview Completed:

Custodian (finalist William Pirt)

Interview Pool Approved/ Interviewing:

Dean of Students
 Dir of Enrollment Management

Reviewing Applications:

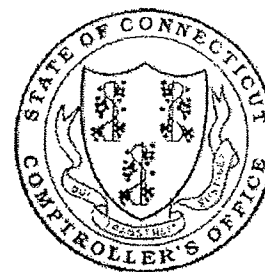
Dean of Education & Professional Studies
 Client Server Adminsitrator
 Head Women's Volleyball Coach (Part Time)
 Preschool Teacher (Temporary)
 Preschool Teacher Assistant (Part Time)

Search Starting:

Operation & Database Support Specialist
 Residence Hall Director (8 positions)

Health Enhancement Program

Preventive



Track your progress

To meet the program's minimum requirements, all enrolled family members will have the exams and screenings that are appropriate for their ages. To help track your progress, print a copy for each member of the family every plan year.

Member Name: _____

Birth to 17

Exam/screening	Date of service	Completed	Provider name and address
Well Child Visit, birth - 1 year 6 exams in the first year at Months 1,2,4,6,9 & 12	(1) / /	Yes/No	
	(2) / /	Yes/No	
	(4) / /	Yes/No	
	(6) / /	Yes/No	
	(9) / /	Yes/No	
	(12) / /	Yes/No	
Well Child Visit, ages 1 - 5 1 exam per year	/ /	Yes/No	
Well Child Visit, ages 6 - 17 1 exam every other year	/ /	Yes/No	
Vision Exam, ages 6 - 17 1 exam per 2 years	/ /	Yes/No	
Dental Cleanings, ages 6 - 17 2 Cleanings per year	/ /	Yes/No	

Ages 18-29

Exam/screening	Date of service	Completed	Provider name and address
Well Adult Visit 1 exam every 3 years	/ /	Yes/No	
Cholesterol screening, ages 20-29 1 screening every 5 years	/ /	Yes/No	
Clinical Breast Exam, females 1 screening every 3 years	/ /	Yes/No	
Cervical Cancer screening, ages 21+ 1 screening every 3 years	/ /	Yes/No	
Vision Exam 1 exam per 2 years	/ /	Yes/No	
Dental Cleanings* 2 Cleanings per year	/ /	Yes/No	

*Dental Cleanings are only required for members that are enrolled with coverage through the State plan.

As is currently the case under the State Health plan, any medical decisions will continue to be made by you and your physician. For more details on the Health Enhancement Program please visit your employer's website at: <http://www.osc.ct.gov>.

Ages 30-39

Exam/screening	Date of service	Completed	Provider name and address
Well Adult Visit 1 exam every 3 years	/ /	Yes/No	
Cholesterol screening 1 screening every 3 years	/ /	Yes/No	
Clinical Breast Exam, females 1 screening every 3 years	/ /	Yes/No	
Mammogram, females age 35-39 1 screening	/ /	Yes/No	
Cervical Cancer screening 1 screening every 3 years	/ /	Yes/No	
Vision Exam 1 exam per 2 years	/ /	Yes/No	
Dental Cleanings* 2 Cleanings per year	/ /	Yes/No	

Ages 40-49

Exam/screening	Date of service	Completed	Provider name and address
Well Adult Visit 1 exam every 2 years	/ /	Yes/No	
Cholesterol screening 1 screening every 2 years	/ /	Yes/No	
Clinical Breast Exam, females 1 screening every 3 years	/ /	Yes/No	
Mammogram, females age 40+ as recommended by your physician	/ /	Yes/No	
Cervical Cancer screening 1 screening every 3 years	/ /	Yes/No	
Vision Exam 1 exam per 2 years	/ /	Yes/No	
Dental Cleanings* 2 Cleanings per year	/ /	Yes/No	

Age 50+

Exam/screening	Date of service	Completed	Provider name and address
Well Adult Visit 1 exam every year	/ /	Yes/No	
Cholesterol screening 1 screening every 1 years	/ /	Yes/No	
Clinical Breast Exam, females 1 screening every 3 years	/ /	Yes/No	
Mammogram, females age 40+ as recommended by your physician	/ /	Yes/No	
Cervical Cancer screening 1 screening every 3 years	/ /	Yes/No	
Vision Exam 1 exam per 2 years	/ /	Yes/No	
Dental Cleanings* 2 Cleanings per year	/ /	Yes/No	
Colorectal screening 1 colonoscopy every 10 years OR 1 fecal occult blood test every year	/ /	Yes/No	

*Dental Cleanings are only required for members that are enrolled with coverage through the State plan.

As is currently the case under the State Health plan, any medical decisions will continue to be made by you and your physician. For more details on the Health Enhancement Program please visit your employer's website at: <http://www.osc.ct.gov>.

Health Enhancement Program Preventive Minimum Requirements

	Birth to Age 5	Ages 6 to 17	Ages 18 to 24	Ages 25 to 29	Ages 30 to 39	Ages 40 to 49	Ages 50 +
Preventive Visit	*One per year	Once every other year	Once every 3 years	Once every 3 years	Once every 3 years	Once every 2 years	One per year
Vision Exam	N/A	Once every 2 years	Once every 2 years	Once every 2 years	Once every 2 years	Once every 2 years	Once every 2 years
Dental Cleanings (if enrolled on a Dental plan with UHC or Cigna)	N/A	Two per year	Two per year	Two per year	Two per year	Two per year	Two per year
Cholesterol Screening	N/A	N/A	Once every 5 years starting at age 20	Once every 5 years	Once every 3 years	Once every 2 years	One per year
Clinical Breast Exam	N/A	N/A	Once every 3 years	Once every 3 years	Once every 3 years	Once every 3 years	Once every 3 years
Mammogram (Females)	N/A	N/A	N/A	N/A	One screening between ages of 35 and 39. Otherwise, as Recommended by Physician	As Recommended by Physician	As Recommended by Physician
Cervical Cancer Screening (Females)	N/A	N/A	Once every 3 years starting at age 21	Once every 3 years	Once every 3 years	Once every 3 years	Once every 3 years
Colorectal Screening	N/A	N/A	N/A	N/A	N/A	N/A	Annual fecal occult blood test OR Colonoscopy (w/CT) every 10 years

* Birth to Age 1 requires visits at Months 1,2,4,6,9 and 12 per American Academy of Pediatrics Guidelines

As is currently the case under the State Health plan, any medical decisions will continue to be made by you and your physician. Employees and their enrolled dependents in the Health Enhancement Program will have available and agree to participate in disease counseling and education programs which consist of the following components and there are the components you must meet to fulfill your commitment to the Health Enhancement Program. These programs only apply to those employees and their enrolled dependents in the disease states listed in the description of the Health Enhancement Program. For more details on the Health Enhancement Program please visit your employer's website at: <http://www.osc.ct.gov>.

Health Enhancement Program Chronic Condition Tracker

		Diabetes Type I and Type II	Heart Failure/ Heart Disease (Coronary Artery Disease)	Asthma and COPD (Chronic Obstructive Pulmonary Disease)	Hyperlipidemia	Hypertension
Primary Care/Specialist Office Visit (Annual preventive visit counts towards requirement)		Two per year	Two per year	Two per year	Two per year	Two per year
The Following screenings occur at one of your required two visits per year:	◦ HDL screening	Yes	Yes	N/A	N/A	N/A
	◦ LDL screening	Yes	Yes	N/A	N/A	N/A
	◦ Triglyceride screening	Yes	Yes	N/A	N/A	N/A
	◦ Hemoglobin A1c (HbA1c) test	Yes	N/A	N/A	N/A	N/A
	◦ Retinopathy screening	Yes	N/A	N/A	N/A	N/A
	◦ Pulmonary Function Studies	N/A	N/A	Yes	N/A	N/A
	◦ Osteoporosis Screening	N/A	N/A	One per two years if over the age of 40 and taking chronic oral corticosteroids	N/A	N/A
Condition Specific Medication Regimen (if appropriate)	As Recommended by Physician	Heart Failure diagnosis- One of the following: a.) ACE-inhibitor b.) Angiotensin II c.) Beta-blocker As Recommended by Physician	Asthma diagnosis- One of the following: a.) prescribed long acting inhaled corticosteroid b.) inhaled corticosteroid plus Beta 2 agonist c.) oral leukotriene. COPD Diagnosis- One or more inhaled bronchodilators and Tiotropium bromide As Recommended by Physician	As Recommended by Physician	As Recommended by Physician	
Disease Counseling and Education Programs (if appropriate)	If identified as High Risk, you will be contacted by a health care counselor familiar with the specific program applicable to your condition(s) who will explain current strategies to control the disease; you will receive materials to help you and your enrolled dependents to better understand and control or eliminate the disease condition; and you will be provided a variety of on - line and/or printed support. If you refuse to participate when contacted by your Health Plan, you will be deemed non-compliant with HEP and will forfeit applicable rewards.					

➤ Annual Flu Shots are covered at No Charge and are highly recommended for any Members with Chronic Conditions. When receiving a Flu Shot at your pharmacy, show your CVS Caremark prescription card. When receiving a Flu Shot at your Doctor's Office, show your Medical Insurance ID card.

- Take your Prescribed Condition Specific Medications
 Talk to your Primary Care Physician
 Eat Healthy
 Exercise Regularly
 Quit Smoking
 Manage your Stress



As is currently the case under the State Health plan, any medical decisions will continue to be made by you and your physician. Employees and their enrolled dependents in the Health Enhancement Program will have available, and agree to participate in, disease counseling and education programs, which consist of the following components and these are the components you must meet to fulfill your commitment to the Health Enhancement Program. These programs only apply to those employees and their enrolled dependents in the disease states listed in the description of the Health Enhancement Program. For more details on the Health Enhancement Program please visit your employer's website at: <http://www.osc.ct.gov>

ATTACHMENT B - Specifics Relating to Health Enhancement Program

B1 - Consent to Participate

My enrolled spouse and dependents and I agree to participate in the State of Connecticut Health Enhancement program sponsored by my employer, the State of Connecticut. Information regarding my personal health and the health of my dependents will continue to be protected by all applicable state and federal laws and regulations. I and my enrolled dependents agree to comply with the requirements of the program including the applicable schedule of physical examinations, the applicable schedule of preventive screenings and participation in any of the five disease counseling and education programs should I or any dependent be diagnosed with one or more of the five listed chronic diseases (Diabetes, Chronic Obstructive Pulmonary Disorder or Asthma, Hypertension, Hyperlipidemia (high cholesterol), or coronary artery disease (heart disease/heart failure) I understand my participation may be revoked should I not comply with my commitment to the health enhancement program. I understand and agree that my revocation will make me responsible for higher premium co-shares of \$100 per month, a \$350 per participant per year deductible, and would make me ineligible for reductions in the co-pays for certain prescriptions and office visits. I recognize that I am required to sign this authorization as a condition of my participation and the participation of my enrolled dependents, if any, in the Health Enhancement Program. I accept the terms of the Health Enhancement Program as listed in the open enrollment materials.

B2 - Required Screenings

While the State Employee Health Plan will continue to cover an extensive schedule of periodic physical wellness examinations and screenings which I may continue to access as covered services under the health plan, participants in the Health Enhancement program agree to comply with the following minimum schedule of physical wellness exams and the following specific schedule of screenings in order to be compliant with the Program :

Scheduled Preventive Physical Examinations

Well Child Visits:

Birth to 1	6 exams (1 month, 2 months, 4 months, 6 months, 9 months, 12 months)
Ages 1-5	one per year
Ages 6 -17	once every year

Adult Wellness Physical Examinations:

Ages 18- 39	every three years
Ages 40- 49	every two years
Ages 50 +	every year

Preventive Screenings

Cholesterol screenings every five years from ages 20-29 (typically done through a blood test in conjunction with the schedule of wellness physicals above.) every two years from Ages 40-50; every year from Ages 50 +

Clinical breast examination for women by their health care provider every three years; mammograms as recommended by your physician; one screening mammogram for every female member who is between age 35 and 39.

Cervical cancer screening every three years commencing at age 21

Colorectal screenings beginning at age 50 consisting of screening options as decided by your physician which options include colonoscopy every ten years; CT colonoscopy which may be an appropriate alternative to a colonoscopy; or annual fecal occult blood test.

Vision examination: every two years

Dental cleanings: two free cleanings per year for participants. Participants not enrolled in dental coverage through the State Health Plan do not have to meet this screening requirement.

As to all of the above listed and described screenings, no employee or enrolled dependent shall be required to get a listed and described screening which is against the recommendation of a physician or other health care professional.

B3 . Disease Counseling and Education Programs

As is currently the case under the State Health Plan, any medical decisions will continue to be made by you and your physician. Employees and their enrolled dependents in the Health Enhancement Program will have available and agree to participate in disease counseling and education programs which consist of the following components and these are the components you must meet to fulfill your commitment to the Health Enhancement Program. These programs only apply to those employees and their enrolled dependents in the disease states listed in the description of the Health Enhancement Program and in the authorization letter signed by the employee indicating his or her desire to be in the Health Enhancement Program. You will be contacted by a health care counselor familiar with the specific program applicable to your condition or conditions who will explain current strategies to control the disease; you will receive materials to help you and your enrolled dependents to better understand and control or eliminate the disease condition; and you will be provided a variety of on-line and/or printed support tools and materials to further assist you.

STATE EMPLOYEES
RETIREMENT COMMISSION

MEDICAL EXAMINING BOARD
For DISABILITY RETIREMENT



55 ELM STREET
HARTFORD, CONNECTICUT
06106-1775
Telephone (860) 702-3480
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STATE OF CONNECTICUT
RETIREMENT SERVICES DIVISION
OFFICE OF THE STATE COMPTROLLER

RETIREMENT SERVICES DIVISION MEMORANDUM 2012-01

January 3, 2012

TO THE HEADS OF ALL STATE AGENCIES

ATTENTION: All Human Resources and Payroll Officers
SUBJECT: SEBAC 2011

I. INTRODUCTION

The purpose of this memorandum is to notify agencies that new State Employees Retirement System (SERS) summary plan descriptions and retirement plan enrollment forms are now available online and to provide direction for the appropriate enrollment of employees hired from July 1, 2011 through the present pursuant to the 2011 agreement between the State and the State Employees Bargaining Agency Coalition (SEBAC).

This memorandum provides general information for all state agencies and specialized information for higher education agencies.

II. GENERAL INFORMATION

As you were advised in Retirement Services Division Memorandum 2011-06, the 2011 SEBAC agreement provided for the implementation of two new SERS retirement plans for employees first hired on or after July 1, 2011, SERS Tier III, and, as an additional option for such employees hired in a position statutorily defined as a state teacher or a professional staff member in higher education only, the SERS Hybrid Plan.

a) Summary Plan Descriptions

An online summary plan description (SPD) for each of the new plans is now available on the Office of the State Comptroller website and can be accessed by clicking on Employee Resources then the Connecticut State Employees Retirement Information link. The website will also provide a printable version for agencies or employees who wish to have a hard copy of the SPD.

b) Plan Enrollment Forms (Form CO-931)

The Form CO-931, "Designation of Retirement System-Tier-Plan-Beneficiary" has been redesigned and two new CO-931 forms have been created, Form CO-931h and Form CO-931j.

The original CO-931 form has been redesigned for completion by employees in State agencies other than institutions of higher education and the board of higher education central office except for those

employees of the Judicial Branch who are covered by or are eligible to elect membership in the Judges, Family Support Magistrates and Compensation Commissioners Retirement System, the Public Defenders Retirement System or the States' Attorneys Retirement System.

Form CO-931h has been designed for completion by all employees of institutions of higher education and the board of higher education central office. Information on the options available to teachers and professional staff members as well as directions for accessing detailed information on these options is included in this form. Agencies should encourage employees to fully explore their options before making a final irrevocable retirement plan election.

Form CO-931j is for completion by those employees of the Judicial Branch who are required to participate in or are eligible to elect membership in the Judges, Family Support Magistrates and Compensation Commissioners Retirement System, the Public Defenders Retirement System or the States' Attorneys Retirement System.

General instructions for completion are on each form. Any questions concerning completing the CO-931 and the CO-931h including employee's appropriate retirement plan membership may be directed to the Retirement Services Division's Data Base Unit by email at osc.databaseunit@po.state.ct.us or by telephone at 860-702-3515; questions concerning the CO-931j should be directed to the Miscellaneous Retirement Systems Unit at 860-702-3508. **Agencies must initiate the completion of the appropriate CO-931 form for all employees hired since July 1, 2011.**

Special Note: New purchase requests forms for Tier III and Hybrid Plan members have not yet been completed. The purchase options for Tier III and Hybrid Plan members are the same as those for Tier IIA members. Therefore, until new purchase forms are available, employees may complete a CO-1088 form however the employee should be clearly identified as a Tier III or Hybrid Plan member on the form. Employees who complete a CO-1088 form will not be required to complete a new form when such form is available.

c) Core-CT HMRS Payroll Retirement Coding

New SERS Tier III and Hybrid Plan Core-CT HRMS retirement deduction codes have been created as follows:

RSER3	SERS Tier III 2% Employee Contributions
RS3HZ	SERS Tier III Hazardous Duty 5% Employee Contributions
RSHY3	SERS Hybrid Plan 3%
RSHY5	SERS Hybrid Plan 5%

Retirement Services Division Memorandum 2011-06 advised agencies to place new employees hired between July 1, 2011 and the time updated enrollment forms and Core-CT payroll codes became available in the Tier IIA retirement plan **except** for those individuals employed in a higher education institution or the board of higher education central office in a position statutorily defined as a state teacher or a professional staff member in higher education who are eligible to choose between a number of retirement plan options.

Agencies must identify all new employees hired on or after July 1, 2011 who have been added to Core-CT with Tier IIA payroll retirement coding and change such employees' coding to SERS Tier III. As the amount of employee contributions required for Tier III membership is the same as that required for Tier IIA membership, no retroactive retirement plan contribution adjustment will be required for such employees.

III. SPECIFIC INFORMATION FOR HIGHER EDUCATION AGENCIES

State employees first hired on or after July 1, 2011 with institutions of higher education or the board of higher education central office become members of the new SERS Tier III retirement plan unless they are employed in a position statutorily defined as a state teacher or a professional staff member in higher education and choose membership in another state retirement plan.

In Retirement Services Division Memorandum 2011-06, agencies were advised that employees hired in a position statutorily defined as a state teacher or a professional staff member in higher education from July 1, 2011 through the date with which updated enrollment forms and Core-CT payroll codes were provided could elect to choose undecided until such time as these forms as well as the information necessary to enable them to compare and choose between the retirement plans was available.

Updated Mandatory Retirement Plan Options for State Teachers and Professional Staff Members in Higher Education is now available on the Office of the State Comptroller website and can be accessed by clicking on Employee Resources then on the Connecticut State Employees Retirement Information link. An agency version of the Mandatory Retirement Plan Options for State Teachers and Professional Staff Members in Higher Education is also available on the website by clicking on Agency Resources then on the Retirement Services Division link.

Effective July 1, 2011, individuals first employed in a position statutorily defined as a state teacher or a professional staff member in higher education are eligible to choose membership in the SERS Tier III retirement plan, the Alternate Retirement Program, the SERS Hybrid retirement plan or, if eligible, the Teachers Retirement System within 60 days of their employment. In recognition of the delay in implementation of the 2011 SEBAC agreement, **such employees hired between July 1, 2011 and December 30, 2011 have until February 28, 2012 to make their one-time irrevocable retirement plan election.** Agencies must identify all such employees and advise them of this important deadline. The Retirement Services Division will arrange for collection of mandatory retirement plan contributions retroactive to the employee's hire date.

Agencies should document their notification process and employees who do not respond should be defaulted into SERS Tier III using the following procedures:

1. Your agency payroll staff must begin SERS Tier III retirement plan contributions on the first payroll period following expiration of the 60 day period.
2. Your agency must notify the Retirement Services Division's Data Base Unit via written memorandum or email to osc.databaseunit@po.state.ct.us of the affected employee's name, social security number, employee number, employment date and home address.
3. Your agency is responsible for informing the employee that mandatory retirement contribution deductions will commence.
4. The Retirement Services Division will notify affected employees of their mandatory SERS Tier III membership, request that they contact their human resources office to complete a Form CO-931h and arrange for collection of any mandatory contributions due.

Special Note for the University of Connecticut: Adjunct faculty members at the University of Connecticut who do not make an election within the required 60 day period will be defaulted to membership in ARP. The University of Connecticut should follow the same procedure noted above to default such individuals to ARP. The Retirement Services Division will notify the employee and request that they contact the human resources office to complete the Form CO-931h and the appropriate ING forms.

Information concerning the one-time, irrevocable opportunity for ARP members to elect to transfer their membership to the new SERS Hybrid Plan and purchase, at the full actuarial cost, their prior ARP service in this plan is forthcoming.

IV. CONCLUSION

We encourage agencies to review the new summary plan descriptions, CO-931 enrollment forms and other retirement information now available on the Office of the State Comptroller's website and welcome any suggestions; questions or suggestions may be sent to the Retirement Services Division by email to osc.rsd@po.state.ct.us.

It is the responsibility of each state agency to advise employees of this information and to provide them with a printed copy of the summary plan descriptions and a copy of their signed CO-931 enrollment form.

Very truly yours,

STATE EMPLOYEES RETIREMENT COMMISSION
KEVIN LEMBO, SECRETARY EX OFFICIO

BY:

Brenda K. Halpin, Director
Retirement Services Division

BKH/JAK

[Return to Index of 2012 Retirement Division Memoranda](#)
[Return to Index of Comptroller's Memoranda](#)
[Return to Comptroller's Home Page](#)

State of Connecticut Retirement Plan Comparison

Revised 12/2011

This chart compares key features of the State's mandatory retirement plan options for full-time teachers and professional staff members in higher education. Part-time faculty covered under certain collective bargaining agreements also have a one-time option of waiving membership in these plans. For more details about each of these plans, please refer to the appropriate plan Web site under "For more information" identified below.

Plan	State Employees Retirement System Tier III	State Employees Retirement System Hybrid Plan	Alternate Retirement Program	Teachers Retirement System
Type of Plan	Defined Benefit	Defined Benefit with a "Cash Out" Option	Defined Contribution	Defined Benefit
Eligibility	State employees, full-time and part-time	Teachers and professional staff members within CT higher education system and central office staff of Dept. of Higher Education	Teachers and professional staff members within CT higher education system and central office staff of Dept. of Higher Education	State employees in position requiring CT teaching certification, or employees teaching in CT higher education system (half time or more) (may be limited by collective bargaining agreement)
Time for Selection By New Employees	Enrollment is mandatory for employees who do not select another plan within 60 days	Must be elected within 60 days of commencing employment	Must be elected within 60 days of commencing employment	Must be elected within 60 days of commencing employment
Employee Contribution	2% of compensation (pre-tax)	5% of compensation (pre-tax)	5% of compensation (pre-tax)	7.25% of compensation (pre-tax) Excludes earnings from coaching, summer school, or non-teaching
Employer Contribution	Actuarially determined	Actuarially determined	8% of compensation	Actuarially determined
Benefit Calculation	Formula based in part on average of 5 highest years earnings and years of service. See summary plan description (reference below)	Formula based in part on average of 5 highest years earnings and years of service. See summary plan description (reference below)	Based solely on contributions and investment performance of account	Formula based on average of 3 highest years earnings multiplied by years of service. See website (below) for details
Investment Method	Professionally managed	Professionally managed	Employee-directed, menu of mutual or annuity funds	Professionally managed
Investment Risk	Employer	Employer	Employee	Employer

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Plan	State Employees Retirement System Tier III	State Employees Retirement System Hybrid Plan	Alternate Retirement Program	Teachers Retirement System
Earliest Benefit Eligibility	Age 58 + 10 years vesting service	Age 58 + 10 years vesting service	Age 55 (applies to employees with 5 or more years of participation)	20 years of service (15 in CT), age 55 25 years of service (20 in CT), any age
Normal Retirement Age	Age 63, 25 years vesting service Age 65, 10 years vesting service	Age 63, 25 years vesting service Age 65, 10 years vesting service	Age 65	Age 60 + 20 years of CT service 35 years service (25 in CT), any age
Disability Retirement	Yes, at any time for service-related disability, need 10 years vesting service if not service-related	Yes, at any time for service-related disability, need 10 years vesting service if not service-related	No, employer-provided disability insurance policies may continue 13% contributions to plan during disability	Yes, disability allowance available
Minimum Vesting Period	10 years vesting service	10 years vesting service	None	10 years CT service
Benefit Form	Lifetime monthly benefit payment	Lifetime monthly benefit payment OR One-time lump sum "cash out" with 100% employer match and 4% interest	Flexible (lump sum, periodic, or monthly payment)	Monthly benefit payment
Cost of Living Adjustments	Yes	Yes, if elect lifetime monthly benefit payment	Not applicable	Yes
Can employee make additional contributions?	No	No	No	Yes, into Voluntary Account (after tax only)

State of Connecticut Retirement Plan Comparison

Revised 12/2011

This chart compares key features of the State's mandatory retirement plan options for full-time teachers and professional staff members in higher education. Part-time faculty covered under certain collective bargaining agreements also have a one-time option of waiving membership in these plans. For more details about each of these plans, please refer to the appropriate plan Web site under "For more information" identified below.

Plan	State Employees Retirement System Tier III	State Employees Retirement System Hybrid Plan	Alternate Retirement Program	Teachers Retirement System
Pre-retirement death benefit?	Spousal benefit if employee met age and service required for immediate retirement or completed 25 years service (at any age); otherwise contributions are refunded	Spousal benefit if employee met age and service required for immediate retirement or completed 25 years service (at any age); otherwise contributions are refunded	Account balance payable to spouse or named beneficiary, as applicable	Yes, spousal benefit payable if employee met age and service requirements for retirement; otherwise survivorship benefits will be paid
Purchase of service credit	Allowed (restrictions apply) See summary plan description (reference below)	Allowed (restrictions apply) See summary plan description (reference below)	Not applicable	Allowed (restrictions apply)
Rollovers from other retirement plans	Not allowed	Not allowed	Allowed	Not allowed
Limit on wages used to calculate contributions	\$250,000 (2012)	\$250,000 (2012)	\$250,000 (2012)	\$250,000 (2012)
Employee Social Security + Medicare Participation	Both	Both	Both	Medicare only
Portability	None	None	Yes, if employee separates from service before 5 years of plan participation	None
For more information	Tier III Summary Plan Description http://www.osc.ct.gov/index.html (Click on Employee Resources and then Connecticut State Employees Retirement Information)	Hybrid Plan Summary Plan Description http://www.osc.ct.gov/index.html (Click on Employee Resources and then Connecticut State Employees Retirement Information)	http://www.CTdcp.com (Click on ARP Plan)	Teachers Retirement Board http://www.ct.gov/trb/